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20 May 1952

MEMORANDUM FOR: CHIEF, FINANCE DIVISION

SUBJECT: Improvement in Field Financial Accountings

1. The following comments are submitted reference the attached proposal:

a. Should not the procedures outlined apply also to Headquarters personnel using unvouchered funds?

b. With reference to para. 8 I agree to the suggestion that each individual in the field be required to submit a monthly balanced accounting provided that the nature and extent of the cover and secure facilities permits maintenance of cumulative accounting records. However, in such instances where administrative support providing secure facilities is lacking and a security risk is involved in maintaining such records, the individual in question should be exempted from items 8 (b), (c), (d), (f), and (g). Instead, as the events occur, he should transmit to Headquarters, by cable or pouch, the necessary data and supporting documents so that the accounting can be maintained at Headquarters on the basis of that data.

c. Instead of two follow-up letters as suggested in your memo, I would recommend only one such letter. If no reply to this letter is received within 30 days a blunt request for compliance could then be forwarded. A sample of the recommended letter and a sample of the request for compliance are attached herewith.

2. I regret sincerely the delay of this reply and trust you have been caused no inconvenience as the result.

3 Enclosures

Memo from C/FD to SRI dtd 21 March 52, same subject as above
Sample memo re Delinquent Advance Account
Sample memo re Request for Compliance

Special Assistant to ADPC
for Review and Inspection

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